

TRANSMITTAL SLIP		5 July 1962
TO: [Redacted]		
ROOM NO.	1016 16 th Street	
REMARKS:		
Orig + 4 copies of OSI Vital Records for approval		
<div style="border: 1px solid black; border-radius: 50%; width: 100px; height: 100px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> 1016 </div>		
FROM: RMO/OSI		
ROOM NO.	BUILDING	EXTENSION
6F-40	Hea	[Redacted]

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ILLEGIB

Records Management Officer, OSI

16 July 1962

CIA Records Administration Officer

Approval of Vital Records Deposit Schedule

1. Attached is a copy of the approved Vital Record Deposit Schedule for your office. The original and two copies of this schedule have been forwarded to the Repository and one copy placed in our office file.

2. I would, however, like to call your attention to the following items:

a. Item 2, Category IV appearing on the schedule for the Office of Assistant Director.

It is understood that these regulations and notices are limited to OSI internal distributions and do not duplicate deposits being made by DD/S, Regulations Control Staff.

b. Item 10, Category III, appearing on almost all division schedules.

It is our understanding that these publications, to some extent, duplicate the records deposited by the OCR Library. However, as this is on a very selective basis and the fact that the total deposits of these will not exceed one (1) cubic foot we do ^{not} consider this a problem.

3. I wish to thank you for providing us with this revised schedule so promptly. I am certain that considerable time and effort was expended in reflecting changes necessitated by your recent reorganization.

25X1

Attachment

Distribution:

Orig - addressee

1

1 - RM File

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ORIGINAL DOCUMENT MISSING PAGE(S):

ATTACHMENT